[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

To

[The Recipient(s)]

Subject: Meeting postponed due to bad weather

Dear staff members,

I am Robert, CEO of your company. Through this letter, I am extremely sorry to inform you that our annual sales meeting which was scheduled to be held on 15th of the October, 20XX has now been canceled due to bad weather which has been forecasted on the day of our meeting. Moreover, the National Disaster Management Authority has also issued a circular in this regard in which all the states have been advised to remain alert during this heavy rain spell because flooding is obvious after this. I had never thought of canceling such an important event and it was very hard for me to take such a difficult decision.

I am well aware of the fact that you all were zealous taking this particular meeting and had prepared well for the event, but we had to cancel it at the last minute. As most of the participants belong to distant places, they informed me that they were concerned about the bad weather which was being forecasted by the authorities. Since heavy rain and thunderstorm is also forecasted on our meeting day, the participants could be stuck here due to the harsh condition of the weather.

I hope you have understood the reason behind the cancellation of this particular meeting. Through this letter, I want to regret any inconvenience which has been caused due to this sudden decision. I have tried my best to inform all of you as soon as I came across the bad weather forecast by the newscaster. We are planning for the same meeting next month. The date for this meeting will be communicated to all of you once it gets final. I say thank you all for understanding the matter.

Yours sincerely,  
[XYZ]